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PMA A-36

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

Number 115

December 15, 1947

PMA PROCEDURE TRANSMITTAL

NOTICES

Reserve

PERSONNEL DESIGNATION: Mr. Albert J. Loveland, formerly Chairman of the State PMA Committee of Iowa, has been appointed Director of the Agricultural Conservation Programs Branch.

ADMINISTRATIVE PERSONNEL DESIGNATIONS: The following personnel
NOTICE designations were made effective November 7, 1947:
12-5-47 Mr. William R. Kelly as Assistant to the Director, Fiscal Branch.
Mr. Lawrence J. Powers as Assistant to the Director, Fiscal Branch.
Mr. Charles I. Jenkins as Chief, Fiscal Control Division, Fiscal Branch.

NEW RELEASES

243.1
(Supersedes
243.1 dated
8-13-46
PAY ROLL SAVINGS PLAN: Revised to effect the change in reporting policy as prescribed by B. & F. Circular 886. Previously the Personnel Division had the responsibility of reporting PMA U. S. Savings Bond allotment data. This responsibility is now concentrated within the Fiscal Branch and reporting is on a quarterly basis rather than on a monthly basis. REMOVE from the manual 243.1, Pay Roll Savings Plan, dated 8-13-46. Distribution: (A)(B).

CHANGES

325.2
dated
10-31-47
DISCIPLINARY CASES INVOLVING FISCAL IRREGULARITIES. The distribution of this instruction, attached to PT-111, was limited to Codes (A-06, 07, 15, 25 and 26) (B-06, 15, 26, field only). It is now being distributed to CCC field offices and state offices. The distribution codes in the lower left corner of the first page of the instruction should be corrected by adding codes A-09, A-31 and B-09.

GOVERNMENT BILLS OF LADING: Make the following correction on page 1, paragraph I, line 5: Delete, "all" and substitute, "the"; delete, "except," and substitute, "of". (The Instruction is applicable to State offices with the single exception of subparagraph 8 of paragraph A of Section V, "Office to be Billed for Transportation Charges.") Distribution: (A)(B).

PAY ROLL SAVINGS PLAN

I PURPOSE

The purpose of this Instruction is to bring to the attention of all employees of PMA the continuance of the Pay Roll Savings Plan for the systematic purchase by employees of United States Savings Bonds.

II PAY ROLL SAVINGS PLAN COMMITTEES

A General Chairman - the Chief of the Personnel (PE) Division, Budget and Management (BM) Branch, will serve as General Chairman of the PMA Committee covering committee activities in Washington, D. C., and coordination of committee activities in the field.

B Local Chairman - The chiefs of area PE Divisions and PE Representatives in the field will serve as local chairmen of committees within their respective jurisdictional areas.

C Members of Committees

1 Washington - The general chairman of the committee will appoint a chairman in each branch and staff office.

2 Field - The local chairmen will select members for their committees in such numbers as will accomplish the purpose of this Instruction. Any subcommittees that may be needed, at points where there is a considerable concentration of PMA employees, may be appointed by local chairmen.

III MINUTEMEN

The committee chairman in each branch and staff office will appoint minutemen to promote the plan within the branch or staff office.

IV RESPONSIBILITY OF PAY ROLL OFFICES

The appropriate pay roll office is responsible for handling all bond allotments of individual employees of PMA, and for the preparation of request for issuance and delivery of United States Savings Bonds.

A Reporting by Field Pay Roll Offices - At the end of each quarterly period as indicated in paragraph IV B of this Instruction, the following offices shall prepare and transmit to the Fiscal (FI) Branch in Washington a report showing for the quarterly periods: (1) the number of employees paid for quarter period; (2) the number of PMA employees participating in the purchase of United States Savings Bonds through pay roll deductions; (3) the gross salary paid in quarter; and (4) the total amount of bond deductions.

 PAY ROLL SAVINGS PLAN

(IV A)

- 1 Area FI Branch Offices
- 2 Area FI Branch Suboffices
- 3 CCC Field Offices
- 4 PMA State Offices
- 5 Western Aerial Photographic Laboratory
- 6 Hawaiian Area Office
- 7 Caribbean Area Office

This report shall be transmitted in sufficient time to reach Washington no later than the fifth day following the close of the quarter.

B Basis of Reporting Data - In reporting, the data should be on an actual basis. The gross salary paid and the total amount allotted should agree with the quarterly totals of the individual pay cards. The number of employees paid for the period and the number of employees participating will be the number payrolled and the number participating as shown on the last roll paid in the quarter. The following schedule outlines the pay periods to be included in the quarterly reports for the balance of the 1947 calendar year and for 1948:

<u>Quarters</u>	<u>Number of Pay Periods</u>	<u>Inclusive Dates of Pay Periods in Quarter</u>	
		<u>Beginning</u>	<u>Ending</u>
1947 - Oct. - Dec.	7	9-7-47	12-13-47
1948 - Jan. - Mar.	6	12-4-47	3-6-48
Apr. - June	7	3-7-48	6-12-48
July - Sept.	7	6-13-48	9-18-48
Oct. - Dec.	6	9-19-48	12-11-48

C Reporting by the FI Branch - At the end of the last pay period in each quarter, the FI Branch in Washington shall transmit to the Office of Budget and Finance a report showing separately for Washington and the field the information as indicated below and in the following manner:

QUARTERLY REPORT OF U. S. SAVINGS BOND DEDUCTIONS
FOR PRODUCTION AND MARKETING ADMINISTRATION

Quarter Ending _____, 19__

Number of Pay Periods in Quarter _____

 PAY ROLL SAVINGS PLAN

(IV C)

	<u>Departmental</u>	<u>Field</u>	<u>Total</u>
a. Number of Employees Paid for Quarter Period			
b. Number of Employees Partici- pating in Plan during Quarter			
c. Gross Salary Paid in Quarter			
d. Amount Allotted on Pay Rolls Paid in Quarter			

D Distribution of U. S. Savings Bond Report - The original and one copy of the report will be submitted to the Office of Budget and Finance not later than the seventh day after the close of the calendar quarter.

V RESPONSIBILITY OF BUDGET AND MANAGEMENT BRANCH

A Plan of Operation - The respective PE divisions and PE representatives are responsible for:

- 1 Bringing the plan to the attention of new employees in connection with orientation programs,
- 2 Advising the branch and staff office chairmen.
- 3 Giving all new employees a Treasury Form 2254, "Individual Authorization Card and Record of Pay Roll Allotments," with a personal or written explanation of the plan.
- 4 Distributing available printed material from time to time.
- 5 Posting information on bulletin boards showing the standing of various units of the organization.
- 6 Encouraging all employees to participate in the plan.

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